CLASSIFIED STAFF DATA- CSD REPORT (PR-STW-10)

September 2002

VERSION (3.0)

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CLASSIFIED STAFF DATA REPORT

DESCRIPTION

This document provides instructions for generating the Classified Staff Data (CSD) Annual Report. Modifications to the CSD report will result in information for the CSD Report being obtained from the Employee Master File and the Employee Job Pay Files.

NOTE: *The CSD EOY Annual Report is no longer a reporting requirement by the Division of School Finance.*

For Questions Concerning: **Contact:**

Producing Classified Salary Reports   MUNIS Help Desk   1-800-722-4908

CLASSIFIED STAFF DATA REPORT CHECKLIST

Review MUNIS employee payroll information:

1. Review Summary Class Codes.

2. Review the Employee Master File.

3. Review the Job Pay Files.

4. Review the Reference Salary Field. Verify that it contains a full year salary amount for the job.

REVIEWING MUNIS EMPLOYEE PAYROLL INFORMATION

The CSD report both uses information gathered from the following files:

- Summary Classes in the Job Class Code File.

- Employee Master File.

- Employee Job Pay File.

Refer to *Appendix A* for a detailed listing of data sources for the CSD report.

Employee information may be added and edited directly to the CSD Report File screens. However, information edited from these screens will be accurate ONLY for the "current" reporting process. **The Job Pay screens must be corrected to reflect changes made that are to be effective when generating payrolls.**

NOTE: *It is advisable to correct errors on the Employee Master and Employee Job Pay files whenever possible to avoid the same error when future statewide reports are generated.*

Review of Summary Class

Summary Class Code F/M

- Verify that the Summary Class field for Classified Job Class Codes is in the range 7000 to 7997 (Job Class Codes 7788 shall not be included)
- After the CSD is generated, verify that Board Members (Summary Class Code 7998, Bargaining Unit Board Member (Group/BU - BRDM)), Para-Professionals (Group/BU – PARA), Student Employees (Group/BU – STDT) and Substitutes (Group/BU – SUBS) are not included in the CSD file. As long as these employees are added to the employee master file with the correct Group/BU, these employees will not be pulled into the CSD file.
- Verify that the Group/BU field for Classified Job Classes is populated with "CLAS" or "RCLA".
- RCLA is now the Group/BU used to indicate an employee that retired paying KTRS, either as a Certified or Classified position. The employee has returned to the district working as a Classified employee. The position requires a four year degree which qualifies them for paying KTRS again.
- Verify that Object Codes are in the valid ranges of 0130, 0131 and 0160. Verify that only the Licensed Nurses are coded to Object Code 0160. There must not be a Job Pay record with only Object Code 0131,

Summary Classes, rather than Job Class Codes, are now used to generate these classified reports. Job Class Codes must be linked to the correct Summary Classes, in the range 7000 to 7997. If your district is not adding additional Job Class Codes, you should not see any change in report processing.   However, all Job Class Code screens must be reviewed. Verify that the **DAYS WORKED** field for each Job Class Code found in the Auxiliary Section of MUNIS, contains either a **Y** or **N.** If that field is left as blank, the Reference Salary field on the Job Pay screen will not populate correctly. The Mass Contract Increase Step found in the End of Period section of MUNIS, will not increase the amounts correctly.

NOTE: *For more information on working with Summary Classes, refer to the* **Setting Up Employee Classification Codes (PR-ADM-5)** *document in the* **Setup & Administration** *section.*

To Review Summary Classes, Select:
B) PAYROLL & PERSONNEL

    A) Auxiliary Programs

        M) Job Class Codes

The following field should be reviewed and updated as necessary:

Field Name	Description	Valid Entry
Summary Class	State-assigned code used for consistency in reporting salary information across districts.	Summary Classes for Classified employees must be in the 7000 to 7997 range excluding 7788. **NOTE:** Student Employee Job Class Code 7788 should be associated with Group/BU of STDT not CLAS or RCLA.

For more information on working with Summary Classes, refer to the ***Setting Up Employee Classification Codes (PR-ADM-5)*** document in the ***Setup & Administration*** section.

Reviewing the Employee Master File

Several fields on the Employee Master should be accurately populated prior to generating classified reports.

To Review the Employee Master File, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance and Reports

        A) Employee Master File Maint

The following fields should be reviewed and updated as necessary:

Field Name	Description	Valid Entry	Location
Active Status	This should reflect the employment status of the employee.	Only **Active** employees are included on CSD Annual Reports.	1st Screen
Job Class	This should reflect the primary job that the employee holds.	Job Class Codes for classified employees must be linked to Summary Classes in the 7000 to 7997 range excluding 7788.	1st Screen
Location	This is taken from the first three digits of the Primary Org.	Verify that the employee has the appropriate Primary Org.	1st Screen
Primary Group/BU	This should reflect the primary group to which the employee belongs.	**CLAS or RCLA ONLY**	1st Screen
Inactive Date	As of FY03, the Inactive Date is not part of the generation status.	**Inactive Date:** The Inactive Date is not relevant for CSD generation. Only the Active status results in the record being pulled to the CSD.	2nd Screen

Field Name	Description	Valid Entry	Location
Terminate Date	As of FY03, the Terminate Date is not part of the generation status.	**Terminate Date** must be entered for all employees that have had their Health Insurance terminated.	2nd Screen
Gender	Required for all classified employees.	**F** = Female **M** = Male	2nd Screen
EEO Ethnic Code	This should reflect the EEO Ethnic Code for the employee.	Select the appropriate code from the lookup table for this field.	2nd Screen

For more information on working with the Employee Master, refer to the ***Processing Employee Master File Records (PR-REG-1)*** document in the ***Regular Processing*** section.

Reviewing the Employee Job Pay File

Review Job Pay records for classified employees to verify the appropriateness of assigned Job Class Codes. Classified jobs should reflect a Job Class Code linked to a Summary Class in the range 7000 to 7997 excluding 7788.

To Review Employee Job Pay, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance and Reports

        C) Employee Job/Salary F/M

NOTE: *Employees may have multiple records. Ensure that the correct Job Pay Record is displayed before making any changes.*

Review the following field:

Field Name	Description	Valid Entry
Job Class	This should reflect the correct job class code for this job pay record.	Job Class Codes for classified employees must be linked to Summary Classes in the 7000 to 7997, excluding 7788, range.
Reference Salary	This field should reflect a salary amount reflective of a total year salary for this position.	Accurate calculation of hours per day * number of contract days per the position * hourly rate.

CSD ANNUAL REPORT

DESCRIPTION

The Classified Staff Data (CSD) Report produces a listing of classified employee **Salary** information to be reported to the KDE Division of Finance. Only those employees with Summary Classes in the range of 7000 through 7997(excluding 7788) are reported on the CSD Report. Board Members, Student Employees, Substitutes, and Para-Professional Employees are not reported on the CSD Report. As the CSD Report is generated a mag-media file will be generated to list any employees that are in the employee master file with incorrect Group/BU codes. This file will be titled as "prkybgmg.XXX". Running the KYTRANSFER process for CSD will automatically submit this new mag-media file.

The **CSD Report** is generated using employee information from the:

- Summary Classes in the Job Class Code File

- Employee Master File

- Employee Job Pay File

CSD ANNUAL REPORT CHECKLIST

CSD Report File generation:

- [ ] 1. Generate the CSD Report File.

- [ ] 2. Review the Kentucky CSD Error Report.

- [ ] 3. Edit the CSD Report File.

- [ ] 4. Recalculate CSD information.

- [ ] 5. Add records to the CSD Report File.

CSD Magnetic Media File creation:

- [ ] 6. Verify the KDE District Number.

- [ ] 7. Generate the Magnetic Media File.

- [ ] 8. Transfer the CSD Magnetic Media File and the CSD Group/BU Error Listing Magnetic Media File to School Finance using KYTRANSFER.

GENERATING THE CSD REPORT FILE

To Generate the CSD Report File, Select:

B) PAYROLL & PERSONNEL

    F) Retirement & State-Specific
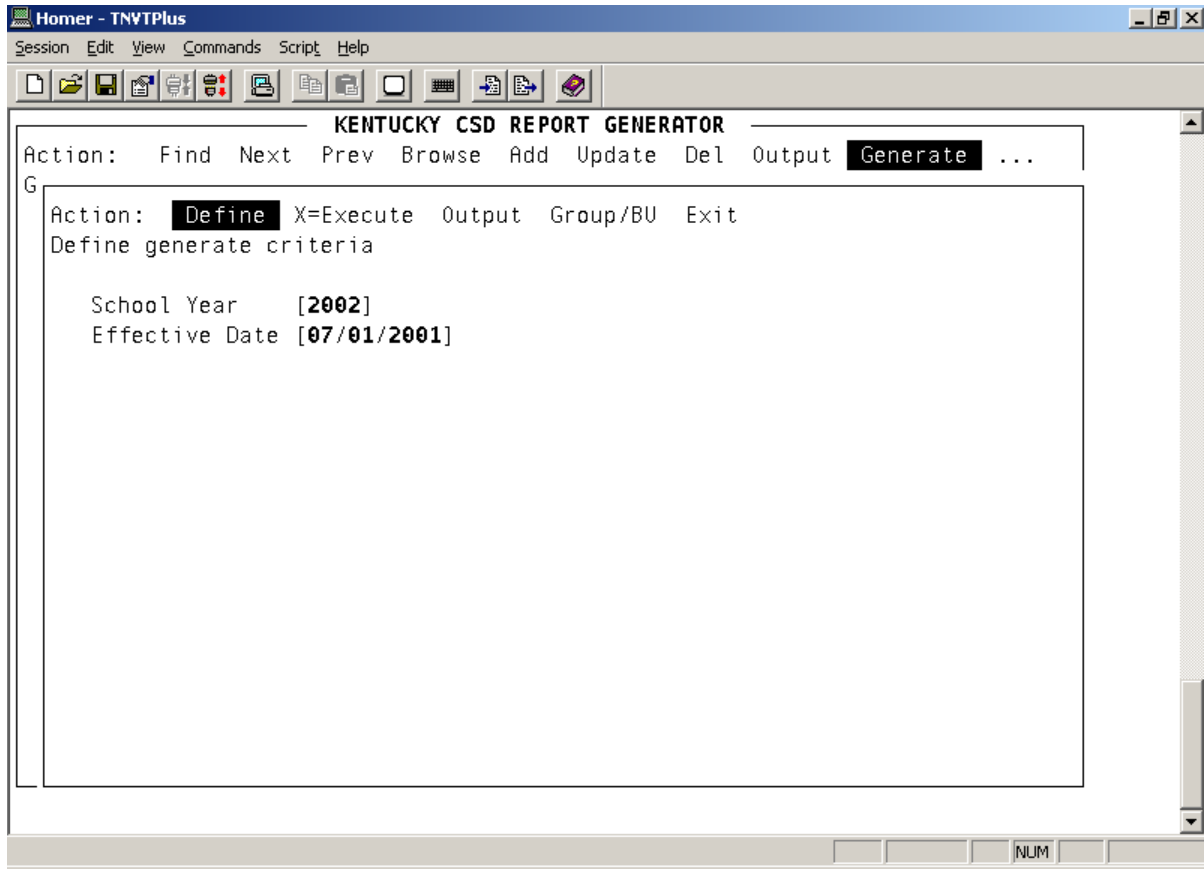
        B) State of Kentucky

            G) CSD Report/Mag Media

The following screen is displayed:

```
Session     Edit    Commands    Settings    Help
+------------------- KENTUCKY CSD REPORT GENERATOR  -------------------
¦Action:   ...  Recalc  Mag-Media  Exit
                                                                      ¦
 Emp # [      ]  Last [              ]  First [             ]  MI [ ]
    SSN [         ]
¦   Group/BU   [    ]                      Calc Code      [   ]
¦   Job Class  [    ]
¦   Location   [   ]                       FTE Percent    [      ]
                                           Alloc Percent  [       ]
¦   Race       [ ]
¦   Gender     [ ]                         Contract Days  [     ]
¦   Pay Basis  [ ]                         Hourly Rate    [     ]
¦                                          Hours Per Day  [     ]
¦   Error      [ ]
¦                                          Annual Salary  [        ]
¦
```

1. Select **Generate** from the Ring Menu.

2. Respond **Y** to the question asking if the intent is to delete all CSD records and continue.

    The following screen is displayed only it will be in GUI format.

```
Homer - TNVTPlus                                                    _ B X
Session  Edit  View  Commands  Script  Help

  D  🖿  🖫  🖸  🖳  🖵  🖳  🖿  🖳  🖸  🖿  🖳  🖺  🖳  ◆

 ┌──────────────── KENTUCKY CSD REPORT GENERATOR ─────────────┐     ▲
 │Action:   Find   Next  Prev  Browse  Add  Update  Del  Output │Generate│ ...│
 │G                                                            │
 │  Action:   Define  X=Execute  Output  Group/BU  Exit       │
 │  Define generate criteria                                  │
 │                                                            │
 │     School Year    [2002]                                  │
 │     Effective Date [07/01/2001]                            │
 │                                                            │
 │                                                            │
 │                                                            │
 │                                                            │
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 │                                                            │
 │                                                            │
 │                                                            ▼
 │                                        │    │    │NUM │    │
```

3. Select **Define** from the Ring Menu.

4. Enter the following field information for the CSD Report:

Field Names	Valid Data
School Year	**2003**
Effective Date	Accept the default, 7/01/2002.

5. Select **X=Execute** from the Ring Menu to generate the report.

    If errors were encountered during the Generate, a message box appears when processing is complete. Press **Enter** to continue past the message box.

    If a Finance Officer is not generated into the CSD records, a message box appears making that statement. Press **Enter** to continue past the message box.

    If Group/BU errors occur because invalid Group/BU codes are present in the employee master file, press **Enter** to continue past the message box.

6. Select **Output (Press the Printer Key or the letter O)** and **Print** the Kentucky CSD Error Report.

MUNIS provided Kentucky the following CSD explanations.

The user should select the KY CSD Report Generator "Generate" Ring Menu option. This option will alert the user as follows: "WARNING!! All existing CSD report records will be deleted." The user should respond "Y"es and a Generate screen will display. The user will "Define" the School Year and Effective Date. The School Year defined here is the year that will write to the magnetic media file when it is created. The program will default the Effective Date in from the beginning field in "Fiscal year date range" and the Fiscal Year as "Default year" from "GL Parameter Maintenance" for the user. These defaults may be overridden. The user would then select "X=Execute" from the ring menu to generate the Classified Staff Data.

The following requirements must be met for an employee to be generated into the CSD Report/Mag Media. Employee pay records must indicate a Summary Job Class that falls between 7000 and 7999 (but not 7788 or 7999). Employee pay records must have a Group/BU containing the first three characters "CLA" or RCL. Only employees with an Active Status will generate into the report.

NOTE: *It is critical that the error listing from each Generate be printed for review. Once the user generates the report again OR exits the CSD Report Generator, the error listing is no longer available.*

Reviewing the Kentucky CSD Error Report

The Generate function captures errors encountered while processing the CSD information. The file can be generated even if errors are in existence.

IMPORTANT: *Records having an error can also be found by selecting records for those employees having an error level greater than zero. An employee's CSD record may have incorrect information even though the error was not reported on the error report. It is critical that EVERY employee CSD record be reviewed.*

For a detailed explanation of error messages and information to assist in resolving those errors, refer to *Appendix B, CSD Error Messages.*

Editing the CSD Report File

Errors on the Kentucky CSD Error Report can often be resolved by updating the Employee's Master record, Recurring Pay record, or Kentucky Contract File record but other changes made to the CSD would be deleted if a new Generate is performed. Errors on the Kentucky CSD Error Report may also be resolved by updating each employee record in the CSD Report File. All fields are reported on the CSD Report and must, therefore, be completed with valid data.

NOTE: *Instructions for updating records in the Employee Master File and Job Pay can be found in previous sections of this document.*

To Edit the CSD Report File:

1. Select **Find** from the *Kentucky CSD Report Generator* Ring Menu and press **ESC**.

2. Select **Update** from the Ring Menu to edit/correct errors on the employee's CSD Report data.

3. Press **ESC** to save the changes.
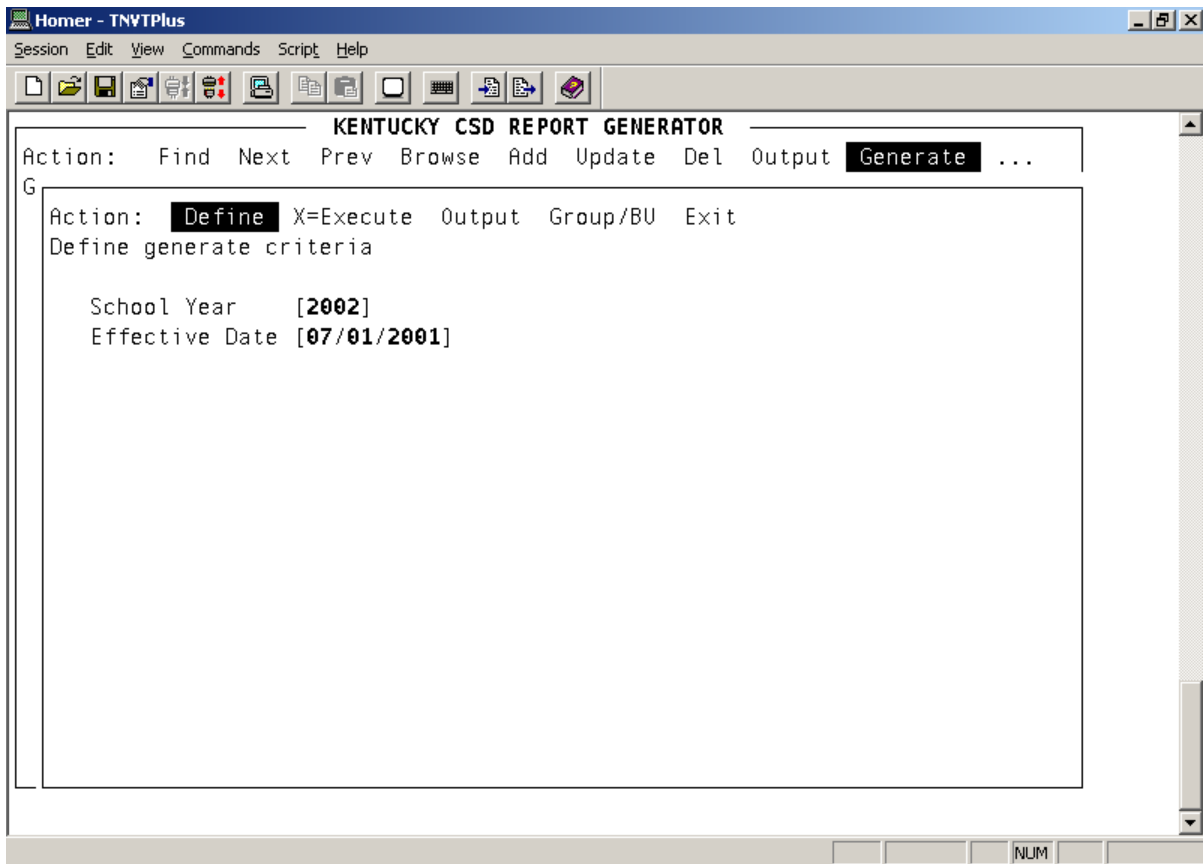
Recalculating CSD Information

If errors on the Kentucky CSD Error Report are resolved by updating the MUNIS Employee Master Record or Employee Job Pay Record, use the **Recalc** Ring Menu option to recalculate the CSD Data for that employee. This way the other changes made to other employees will not be lost. "**Generate" deletes all information and starts the process once more.**

NOTE: **The Job Pay Files should reflect the information sent to KDE. Changes made to the CSD files only should be reviewed after the CSD files are submitted to make the corrections in the recurring pay files as needed.**

To update CSD Information for a Specific Employee: Note that GUI format is now used in all school districts.

1. Select **Find (Press F or select the inquire icon found on the** from the *Kentucky CSD Report Generator* Ring Menu.

2. Enter the Employee Number, Last Name, or SSN to display the appropriate record and press **ESC**.

3. Select **Recalc** from the back side of the Ring Menu.

4. At the prompt warning that current data for this employee will be deleted and recalculated, enter **Y**es.

    The following screen is displayed:

```
Homer - TNVTPlus                                                    _ 8 X
Session  Edit  View  Commands  Script  Help

  D 🖿 🖬 📧 🛢 🛢   🖹 🗐   □  ▬  🔢 🔁  ◆

                    ─── KENTUCKY CSD REPORT GENERATOR ───
  Action:   Find  Next  Prev  Browse  Add  Update  Del  Output  Generate  ...
  G
    Action:   Define  X=Execute  Output  Group/BU  Exit
    Define generate criteria

       School Year    [2002]
       Effective Date [07/01/2001]







                                                                NUM
```

5. Select **Define** from the Ring Menu.

6. Enter the same data used to perform the initial generate of CSD records and press **ESC**.

7. Select **X=Execute** from the Ring Menu.

8. If the employee's CSD records still have errors, a message box appears prompting to select **Output (press O or select the print icon)** from the Ring Menu and **Print** the error listing.

9. Select **Exit** to return to the Kentucky CSD Report Generator screen.

Adding Records to the CSD Report File

Employee records may be added to the CSD Report File. Employee records with an incorrect Summary Class or Location must be deleted and new records added with the correct information.

To Add a Record to the CSD Report File:

1. Select **Add (Press A or select the add icon)** from the Ring Menu of the ***Kentucky CSD Report Generator screen***.

2. Enter the following information:

    Employee Number

The following fields default from the Employee Master File:

- Employee Name
- SSN
- Race
- Gender

Group (e.g., CLAS or RCLA)

Job Class Code (Summary Class in the range 7000 through 7997, excluding 7788)

Location

Contract Days

Hourly Rate

Hours per Day

Reference Salary

The **Salary** will be automatically calculated based on the fields above.

3. Press **ESC** to add the new CSD record.

> **NOTE:** **Classified Employees in Salaried positions with the following Summary Class Codes are not subjected to the requirement that Hourly Rate times Contract Days times Hours per Day equal Annual Salary (to the penny). An annual salary using calc code 32 is accepted on the Job Pay Screen and CSD record.**

SUMMARY CLASS CODES USING CALC CODE 32

7102	**7184**	**7291**	**7292**	**7312**	**7335**
7462	**7471**	**7522**	**7871**	**7872**	**7903**

CREATING THE CSD MAGNETIC MEDIA FILE

Once the CSD records have been edited and reviewed, a magnetic media file must be created for submission to the KDE Division of Finance.

Verifying the KDE District Number

A District Number is assigned to your district by KDE. This number is included on each record in the CSD Magnetic Media File to identify your district. Before creating the CSD Report Magnetic Media File, verify that the District Number in the MUNIS System Control Table is the number assigned to your district. Refer to the *MUNIS System Administration (MSA-1)* document in the *MUNIS System Administration User Guide* for more information.

Generating the Magnetic Media File

To Create a CSD Magnetic Media File, Select:

1. **Mag-Media** from the Ring Menu of the *Kentucky CSD Report Generator screen*. A magnetic media file will automatically be created.

   The filename appears at the bottom of the screen, as displayed below:

```
Session    Edit    Commands    Settings    Help

                      KENTUCKY CSD REPORT GENERATOR
      Action:   ...  Recalc  Mag-Media  Exit
|Output the current list to magnetic media.
|
| Emp # [   175]  Last [MILLS              ]  First [JENNIFER   ]  MI [ ]
      SSN [111-11-1133]
       Group/BU  [CLAS]  CLASSIFIED             Calc Code      [   ]
       Job Class [7941]  BUS DRIVER
       Location  [901]   BUS GARAGE            FTE Percent    [1.0000]
|                                             Alloc Percent  [         ]
      Race       [1]   WHITE
||    Gender     [M]   MALE                   Contract Days  [ 181.0]
|     Pay Basis  [ ]                          Hourly Rate    [  8.89]
|                                            Hours Per Day  [ 4.00]
||   Error       [1]
|
|                                             Annual Salary  [   6436.36]

Magnetic media file is /fms/munis2000mr/spooldir/KYCSD999.006
```

Transferring the CSD Magnetic Media File to KDE

The *CSD Magnetic Media File* must be transferred to the KDE Division of Finance. See the document titled *Transferring Files from the RS6000(MUNIS) to KDE and Other Agencies (OSA-10 v 9)* in the *MUNIS System Administration User Guide*.

Appendix A
Data Sources for Classified Salary Report

Following is a summary of where information is pulled from and how it corresponds to data in the CSD Report:

Employee Master	**CSD Report**
Employee Name	Name
Social Security No	SSN
Active Status	(Employee must be Active to generate in)
Hire Date	(Hire Date $\leq$ Eff Date on Gen, will gen in)
Gender	Gender
EEO Ethnic Code	Race

Employee Job Pay File	**CSD Report**
Job Class	Job Class
Group/BU	Group/BU
Pay Freq	Pay Basis
Pay Org (first 3 characters)	Location
Object Code	Object
Project	Project
1st char. of Fund (except Fund 350 shall translate to Fund 2)	Fund
Allocation	Alloc Percent
Calc Code	Calc Code
FTE %	FTE Percent
Hourly Rate	Hourly Rate
Hrs/Day	Hours Per Day
Day-Unit/Yr	Contract Days
Annual Salary	Annual Salary
Reference Salary	Reference Salary

Appendix B

PRINT ERROR AND GROUP/BU ERROR REPORTS

If any employees generate into the CSD (according to the above criteria) whose Primary Group/BU on the Employee Master does not meet the standards detailed above, the user will be prompted with the message: "Invalid Group/BU codes in employee master. Select Group/BU option from this menu to print a listing." If the user receives this message, they must select the ring menu option "Group/BU" to simultaneously output a Group/BU Error Report and create a mag media file with this information. If the user does NOT receive this message, a "no errors" Group/BU magnetic media file will be automatically created; the filename and spool path will be displayed to the screen. (The user need not select the Group/BU ring menu option if they received no errors.)

If errors are found while generating the Kentucky CSD Report, the system will notify the user of the errors, and will enable the user to "Output" a listing of the errors in the Kentucky CSD Errors Report. (A listing of possible errors follows.)

The user must select the "Group/BU" ring menu option (if prompted) AND "Output" the CSD Error Report (if prompted) <u>before</u> exiting the Generate screen; otherwise, another "Generate" will be required to access the reports again.

If there are any errors associated with an employee, an Error Count greater than 0 will be written to that employee's record in CSD maintenance. Users may not manually override the error count field in the CSD Report. However, having an error on an employee's record will <u>not</u> prevent that record from being written to the CSD Mag Media file.

The user should review the Kentucky CSD Errors Report carefully and correct the errors as appropriate. Errors may be resolved by correcting the Job Class Codes, Employee Master record or Employee Job/Salary records. Once corrected, the user can "Generate" the file again to pull in corrected records. A user may also select the "Recalc" ring menu option to recalculate a single employee's CSD record. If errors have been corrected, the error level on an employee's records will be set to "0" after a Generate or Recalc. Errors may also be corrected by Updating an employee's record in the CSD Report File, or Adding or deleting records. However, a user would NOT Generate again after manually editing CSD records, because the data would be deleted and generated back in, overwriting the edits.

POSSIBLE CSD ERROR MESSAGES:

No summary job defined

(No Summary Class defined for Job Class associated with the employee's pay. **If this error exists on the CSD Error Report, that employee will <u>not</u> be pulled into CSD Report Generator maintenance screen or onto Mag Media; such error(s) <u>must</u> be resolved in the Job Class Code and the CSD generated again.)**

Not an active employee

(Error reading the employee master file)

Job with zero contract days

(Day-Unit/Yr not populated in employee pay record)

Job with zero hourly rate

(Hourly Rate not populated in employee pay record)

Job with zero hours per day

(Hrs/Day not populated in employee pay record)

Missing gender

(Gender field not populated on Employee Master)

Missing race

(EEO Ethnic Code field not populated on Employee Master)

Duplicate SSN

(More than one employee record in this report with same SSN)

Invalid BU/Job Class/Object Code

(Not a valid combination of Bargaining Unit/ Job Class/ or Object Code. Valid combination would be BU=CLAS or BU=RCLA, Summary Job Class between 7000 and 7999 [but not 7788 or7999], and Object Codes 0130, 0131, or 0160.)

Yearly Hours > 2096

(Employee hours shall not exceed 262 days * 8 hrs/day, or 2096 hours in a year for a single Employee/Job Class combination)

ADDITIONAL ERROR

Missing Annual Salary
(Employee Job Pay Record has a calc code of 01. There is no annual salary because the number of hours field and number of days field are blank)

Appendix C

Mid-Year Hire Example

Enter a Job Pay Record reflecting a full-year hire.
From the Job Pay Screen, go to the Recurring Pay Screen.
Zero out the "Hours" field on the Recurring Pay Screen.
Enter the Period Pay and the Annual Pay. (Must be manually calculated.)
Do not change the Reference Salary. (Should reflect a full year of pay.)
Do not change Org or Object fields on the Recurring Pay Screen.
Note that any changes made to the Job Pay Screen will result in the need to reenter the mid-year hire period pay and annual pay. It is advised to make screen prints of recurring pay when updating the Job Pay Screen.
Exit back to the Job Pay Screen.
Select update and arrow down 2 or 3 lines (just to cause an action) and select escape.
At this point, the new recurring pay amounts will be reflected on the job pay screen.

Employee Recurring Earning File - KDE Test System

Emp #   36   Last   ALFORD   First   WILLIAM
        SSN   111-11-1036   Active Status   I

                                                      Pay Rates   Factored Rates
Job Class   7602   CUST 12MTH   Reg Hours   0.00   Factor   1.0000
Pay Type   226   CLAS HRL12   Hourly Rate   8.7900
Base Pay   Y   Daily Rate   70.3200
Location   230   GRNWD   Period Pay   700.00
Group/BU   CLAS   CLASSIFIED   Annual Pay   15,400.00
Risk Code   9101   OTHERS   Ref Salary   18,283.20
Position   0   Rem Salary   .00
Grade/Step   6021 / 17
Allocation Code
G/L Org/Obj/Proj   2301087   0130   Proj
                   CLASSIFIED REGULAR SALARY
Start Date   07/01/1999   Stop Date   12/31/9999   Encumber   N
Pay Frequency B   BIWEEKLY   Annual Pays 26.000   Pays Remaining 26.000
Cycles Pay Is Active 1 Y   2 Y   3 Y   4 N   5 N
Include in Balloon Pay N   Personnel Status FP   FULL TIME PERMANENT

Record(s) updated.   1 of 2

screen2996 - Microsoft Word

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

V=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp #	36	Last ALFORD	First WILLIAM	T

SSN 111-11-1036   Active Status I

Current-Salary

Job Class	7602	CUST 12MTH	Calc Code	03	Hrs/Day	8.00
Pay Type	226	CLAS HRL12	Eff. Date	07/01/2001	Hrs/Yr	0.00
Position	0		Grade/Rank	6021	Days/Period	0
Location	230	GRNWD	Step/Level	17	Factor	1.00
Group/BU	CLAS	CLASSIFIED	Num Pays	26.000	Remain	26.000
Status	FP	FULL/PERM	Days/Year	260.00	☐ Balloon	
Pay Freq	B	BIWEEKLY	Sched Hrs	0.00	Off-St/Frozen N	
			Pay Basis	H	☐ Encumbered	

Start Date 07/01/1999   FTE %   1.0000   RECURRING PAY
End Date   12/31/9999   Hrly Rate   8.7900   8.7900
                               Daily Rate   70.3200   70.3200
Allocation   0   Period Pay   703.20   700.00
G/L Org   2301087   MAINT   Annual Pay 18,283.20   15,400.00
Object   0130   CLS REG SA   Remain Sal   .00
Project   Refer. Sal 18,283.20
      1-230-2620-000-30-0130

Record(s) updated.   1 of 1

Display recurring pay

Start | Inbox - Micr... | screen2996 ... | Windows Fr... | pboyd@170... | EMPLOYEE ...   8:45 AM